

YOUTH SERVICES POLICY

Title: Case Assessment Process for Non-Secure Placement Next Annual Review Date: 12/20/2014	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.3
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References: DCFS/BOL Title 67, Chapter 71, Regulation 7113; ACA Standard 2-7117 (Juvenile Probation and Aftercare Services); YS Policy A.4.2 "Standard Operating Procedures for Non-Secure Care"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 12/20/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding assessment of youth placed in the custody of YS, Office of Juvenile Justice (OJJ) for non-secure placement.

III. APPLICABILITY:

Regional Directors, Regional Managers, and employees of CBS.

IV. DEFINITIONS:

Emergency Placement - a placement resulting from emergent circumstances which require the immediate removal of a youth from his/her home.

Non-Secure Residential Facility - a residential community-based facility licensed by the Department of Social Services/Bureau of Licensing, providing services to youth in the custody of the OJJ.

Unbiased Staff Member - a Probation and Parole Officer/Juvenile (PPO/J) or Probation and Parole Supervisor/Juvenile (PPS/J) not directly involved with a particular case.

V. POLICY:

It is the Deputy Secretary's policy that a youth and his/her parents shall be interviewed to obtain pertinent background information needed to determine an appropriate non-secure residential placement.

VI. PROCEDURES:

- A. The PPO/J shall meet with the youth and his/her parent(s) to obtain social history information and secure copies of the youth's Birth Certificate, Social Security Card, Immunization Record, and financial and educational information, and to discuss the placement process. This information shall be gathered prior to an out-of-home placement except in cases of an emergency placement. In the event of an emergency placement, reference the procedures as outlined in the "Standard Operating Procedures for Contract Services Providers" Section 3.1.2 Emergency Placement.
- B. A psychiatric evaluation shall be obtained only if recommended by a psychologist or if deemed necessary by YS treatment team as determined in the case staffing.
- C. In cases where out of home placement is necessary, a staffing shall be conducted with the youth and parent(s), Probation and Parole Officer, Regional Manager (or designee), and at least one unbiased staff member from the regional office. If possible, a Social Service Counselor shall be included. The "Family Orientation Community Residential Care" DVD shall be shown to the parent/guardian and the "Prison Rape Elimination Act" DVD shall be shown to the youth. The PPO/J shall address any questions/concerns of the parent/guardian as well as any needs the youth may have at the time of the placement (e.g. clothing, medication, etc.).
- D. Following the placement staffing,
A referral shall be made to CSoC/LBHP in the following circumstances:
 - 1. If the SAVRY indicates the need for LBHP services;
 - 2. If the SAVRY indicates the youth is at risk for out-of-home placement; or
 - 3. If the youth meets eligibility criteria for CSoC.

Referrals should be made within 30 days of disposition/notification on cases as outlined above.

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The packet shall include at least the following information: Birth Certificate, Social Security Card, Immunization Record and pertinent Medical Records, Custody Order, educational records (including IEP and evaluation if youth is in special education), psychological/psychiatric evaluation(s)(as appropriate), and SAVRY social history/PDI including risk level. If any of the above mentioned items are not submitted with the packet, documentation must be included as to the reason for the omission and maintained in the case record for review.

- E. The Referral Cover Letter will be returned only if the Provider feels the youth is not appropriate for their program. If youth is denied admission to a program, please reference the procedures outlined in "Standard Operating Procedures for Contract Service Providers" Section 3.1 Referral Process.

Previous Regulation/Policy Number: D.9.3

Previous Effective Date: 06/01/2011

Attachments/References: